

**State of California
Department of Mental Health**

REQUEST FOR APPLICATION

Supportive Housing Initiative Act (SHIA) for SFY 2001-2002

GRANT # SHIA2001-01

Questions and Answers

November 9, 2001

1. **Q:** With a consolidated county application containing multiple projects, does each individual project have to meet its own match requirement, or is the calculation of how match is met based on the aggregate provided for all projects?

A: Each individual project must meet its own match requirement.

2. **Q:** Can SHIA funds be used for “Rent-To-Own” housing?

A: If your application to provide housing with a master lease meets all the other RFA requirements, a rent-to-own project should be possible. We would need to be advised if a unit was purchased and was no longer available as a rental, and the rental subsidy for that unit would have to be eliminated. Be sure that you explain in detail the specifics of how your “rent-to-own” program would work in your proposal.

3. **Q:** Can SHIA funds be used for triage housing, such as hotel vouchers for people in-between housing?

A: No. SHIA rental subsidy funds are available to defray operating shortfalls. Rental subsidy funds may only be used for units that are specified in the application and are designated as permanent housing. SHIA funds, in general, may only be used for tenants who are within the target population and permanently housed. As such, clients that are in-between housing or are being transitionally housed are not eligible for SHIA-funded services.

4. **Q:** What part(s) of the SHIA RFA would we fill out if we are just a project for whom a county is the lead agency?

A: As the lead agency, the county agency is responsible for coordinating the application and collecting all materials that are needed to complete the application. The lead agency will let you know what information is needed for the application.

5. **Q:** Re: subsidy attachments (page 8.6) Do you need attachments #9-14 ONLY if the SHIA assisted projects will be LEASED by the project sponsor? So, if the project is being acquired or developed by the project sponsor, attachments 9-14 are not applicable?

A: That is correct, items #9 – 14 are applicable only to leased projects. If you are acquiring or developing a project, you need to submit items #15 (misabeled #14) – 21 described on pages 8.6 and 8.7. You will also need to submit items 1-8 described on page 8.5.

6. **Q:** There are four key personnel involved in this project. Do you want four separate resumes or can we summarize their experience and expertise?

A: Please submit a resume or vitae for the project director of each collaborating partner that will receive SHIA funding. All resumes need to be included in Appendix B.1-c.

7. **Q:** Regarding interest disclosure (Attachment 8, listed on page 8.5), is there a form for certifying there are no “identities of interest”?

A: There is no “identities of interest” form. You can provide a signed certification that you have no identities of interest on your organization letterhead paper.

8. **Q:** I don’t understand how using the simple value of a property can be used as match. Wouldn’t there need to be a loan against the value or some documented ability to turn it into cash? What would happen if an agency couldn’t get a loan for a high enough amount to count as match, and the only way to realize the full value of the property was to sell it?

A: If an applicant chooses to use property as match, only funds equivalent to the amount of equity may be used. For example, if a piece of property is worth \$625,000 and there is a loan against the property for \$400,000 then \$225,000 (equity) may be used as match.

9. **Q:** The project partners are a non-profit service provider and a for-profit property manager. Do you want the financial statements for both or just the non-profit lead applicant?

A: Please provide brief narrative information on the financial status of the project partners. Financial statements are needed for the lead applicant only.

10. **Q:** Re: Appendix B.5 Verification of Local Agency Involvement in Quality Assurance (if applicable). Does the local agency refer only to the County Mental Health Department or does it include the Housing Authority or entity that conducts the inspection to ensure compliance with HQS?

A: Local agency, in this case, refers to any county or other government agency that takes responsibility for examining the quality of any aspect of your proposed SHIA program. Thus, the entity that ensures compliance with HQS would be a local agency from the standpoint of Appendix B.5.

11. **Q:** For the verification of need for the proposed project (Appendix C), would a letter from the county's homeless coordinator or head of County HCD suffice, or do you require the excerpts from documents, like the consolidated plan, etc.

A: Please see page 32 of the RFA, Appendix C: Verification of Need for Proposed Project. The final sentence of this paragraph describes evidence that is acceptable.

12. **Q:** Please explain the difference between a development project and a rehab project that would bring existing units into compliance and would be made more affordable for the population through subsidies.

A: To qualify for the \$7 million set-aside for development projects described in Section 6.4 of the RFA, the project must result in the creation of new rental units, or significant improvements to existing rental units. It must involve either (a) new construction, (b) rehabilitation that involves significant work on major building systems (not minor refurbishing), or (c) the conversion of non-residential buildings to residential use.

13. **Q:** For the SHIA application, if we are applying for services funding for multiple sites, do we need to provide site maps detailing neighborhood amenities for each site to which we will be providing services? How about evidence of site control for service sites?

A: Applicants must provide evidence of site control and a vicinity map for each housing site. If the services are being offered at a centralized location, site control is not required for the space where services are being provided.

14. **Q:** If we are awarded SHIA funds for rental subsidies and services and also receive Shelter Plus Care funding for the same project, can we

transfer all SHIA funds to the service budget if we decide to use S+C rental subsidy (even though we had originally requested the SHIA funds for rental subsidy and services)?

A: No. SHIA funding for services is managed by the Department of Mental Health and must be used as described in your application. Likewise, SHIA rental subsidy funds are managed by the Department of Housing and Community Development and must be used for that purpose, as described in your application. If you are awarded a grant for services funding and rental subsidies funding and decide not to use the rental subsidy funds, any unused rental subsidy funds will revert to the Department of Housing and Community Development.